

# ***William Gerdon Swimming Pool Village of Cuyahoga Heights***

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| <b><i>Job Title: Assistant Pool Manager</i></b> | <b><i>Department: Swimming Pool</i></b> |
| <b><i>Report to: Pool Manager</i></b>           |   |

## ***Responsibilities of Assistant Pool Manager Includes:***

- ***Assume full responsibility for the department in the absence of the Pool Manager.***
- ***Manage a smooth, efficient, cost effective operation to include labor management, supervision of all aspects of services.***
- ***Oversee quality hiring, training, and succession planning processes to encompass the Village's Mission Statement.***
- ***Support and follow Village and Pool policies.***
- ***Properly utilize performance feedback, recognition, training, and adhere to Village and Pool policies.***
- ***Maintain confidentiality of pool affairs.***
- ***Mentor staff in regards to consistency, training, and overall departmental standards policies.***
- ***Supervise employees to ensure they are alert to all their duties and adhere to Village and Pool policies and procedures regarding safety, health and well being of the guests and the property.***
- ***Responsible for properly executing all requests made by the Pool Manager.***
- ***Facilitate and maintain consistent pool safety programs, training, and documentation to ensure the overall safety of guests in the pool area.***
- ***Respond to and resolve guest and/or employee complaints in a timely manner and creatively solve problems with the ability to anticipate, recognize, evaluate, and resolve potential difficulties.***
- ***Schedule staff and ensure accuracy of timekeeping records.***
- ***Assist with opening/closing duties of the pool area and maintain appearance of the pool throughout the shift.***
- ***Other related duties as necessary.***

## ***Requirements of Assistant Pool Manager***

- ***Valid Lifesaving Certificate***
- ***Valid WSI Certificate***
- ***At least four years lifeguarding experience***
- ***Leadership style that is result oriented***
- ***Ability to prioritize***
- ***Excellent organizational skills***

- *A highly motivated and energetic personality*
- *Well-developed interpersonal skills as well as strong verbal and written communication skills*
- *Ability to take initiative and exhibit flexibility*
- *Ability to create, manage and balance departmental budgets*

*Preferred*

- *Previous pool management experience.*

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| <p><i>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the pool.</i></p> |
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